



City of Apple Valley  
 7100 147th St. W  
 Apple Valley, MN 55124  
 Telephone: (952) 953-2500  
 Fax: (952) 953-2515

# Rental Property Registration Form

Dear Rental Property Owner,

Pursuant to Apple Valley City Ordinance §122, "Residential Rental Property" either a residential rental property owner or rental manager shall register all residential rental properties with the City of Apple Valley. In the case of a transfer of ownership or change in rental manager or change in the number of rental units or change in dwelling occupancy from owner occupancy to rental tenant occupancy the residential rental property owner or rental property manager shall complete and submit a registration form for each and every residential rental property affected by the transfer.

Please complete one registration form for each residential rental property address.

Check one of the following that applies:

**Requirement to update information.** Within thirty (30) days of the transfer of ownership or change in rental manager or change in the number of rental units or change in the dwelling occupancy from owner occupancy to rental tenant occupancy the residential rental property owner or rental manager shall complete and submit a registration form for each and every residential rental property affected by the transfer.

- New Rental Registration       Change of Owner       Change of Rental Manager
- Change of Address/Phone       Change in Number of Units       Change from Owner Occupancy to Rental Tenant Occupancy

## I. Person Completing Registration Form

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## II. Property Information

Legal Address of Property:

Number: \_\_\_\_\_ Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Number of Rental Units: \_\_\_\_\_ Apartment Building Name: \_\_\_\_\_

## III. Property Owner

Name (if owner is a natural person):

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Name (if owner is a business):      Company Name: \_\_\_\_\_

Legal Address:

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## IV. Rental Manager

A rental manager is any natural person who has been delegated by the residential rental property owner the charge, care or control of a residential rental property and is able to respond in-person to issues related to the residential rental property. **A RENTAL MANAGER IS REQUIRED.** Each residential rental property owner shall appoint a rental manager upon whom the City may lawfully serve notices pertaining to the administration of this or any other Chapter of the City Code or state or federal law, service of which shall be as effective as if made upon such residential rental property owner. The residential rental property owner may serve as the rental manager, provided all requirements of a rental manager prescribed within Apple Valley City Ordinance §122 are met by the residential rental property owner.

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

## V. Questions

Any person providing false information on the prescribed registration form shall be guilty of a misdemeanor and subject to fine.

- A. Does the residential property owner or rental manager conduct a criminal background check on each and every residential tenant?  
 Yes       No
- B. Does a written lease exist for each and every residential rental property and unit dwelling thereon?  
 Yes       No
- C. Does a written lease addendum commonly known as a "Drug Free/Crime Free Lease Addendum" exist for each and every written lease?  
 Yes       No

## V. Instructions

After completing this form in its entirety, submit it either electronically or by mail or in person at:

City of Apple Valley  
ATTN: Rental Registration  
7100 147<sup>th</sup> Street West  
Apple Valley, MN 55124